

MODEL STUDENT AGREEMENT

AGREEMENT FOR STUDENTS PAYING PARTICIPATION COSTS

ERASMUS MUNDUS JOINT MASTER' S DEGREE PROGRAMME Excellence in Analytical Chemistry - EACH

The following Agreement and its annexes is between the Coordinator, the University of Tartu, Faculty of Science and Technology, on behalf of the EACH Consortium formed by the following universities:

1. University of Tartu (UT), Estonia
2. Uppsala University (UU), Sweden
3. University Claude Bernard Lyon 1 (UCBL), France
4. Åbo Akademi University (AAU), Finland

Represented by the Coordinator, Dean of the Faculty of Science and Technology,

and the Student (the student's first name(s) and surname)

Date of birth or ID number _____

Both parties agree with the following terms and conditions:

THE EACH PROGRAMME AND ORGANISATION OF STUDIES

1. Structure of the EACH programme

1.1. The Student engages to pursue the Erasmus Mundus Joint Master's programme **EACH** which is approved and funded by the Education, Audiovisual & Culture Executive Agency (EACEA) of the Commission of the European Communities under the Erasmus⁺ Programme

1.2. The modules (with ECTS credits in parentheses) of the EACH programme are:

- 1.2.1. At UT: General Analytical Chemistry (21); Metrology (9); Socio-economical module (12); Elective module (9); Practical speciality training (internship) (6); Optional courses (3).
- 1.2.2. At UU: Advanced separation and mass spectrometric methods (30).
- 1.2.3. At UCBL: Industrial analysis (30).
- 1.2.4. At AAU: Electroanalysis module (25); Swedish language (5).
- 1.2.5. Master's thesis (30) is a jointly delivered module. It includes the Winter School as one of its mandatory components.

1.3. Detailed information regarding the structure and organization of the EACH programme is published on the EACH programme's website www.analyticalchemistry.eu

2. Study tracks

2.1. The standard study period of the EACH programme is two years, and it runs from September 2015 until September 2017.

2.2. The first-year university (home university) is UT, Estonia. The academic year starts on 31.08.2015. The academic calendars of degree awarding institutions' are available at: www.analyticalchemistry.eu

2.3. The second-year university (host university) will be one of the following: UCBL, UU, AAU. Further information on the EACH programme study tracks is at: www.analyticalchemistry.eu

2.4. The Student will be assigned to one of the three host universities, indicated above, on the competitive basis considering the following criteria:

- 2.4.1. academic merit – study results of the first semester at UT;
- 2.4.2. student's preference.

Selection to all second-year specialisations is determined through a competitive process based on the Student preference and the first semester academic performance (GPA-grade point average). The Student can express the preference twice: at the time of admission and at the end of semester I, during the Winter School, in the second half of January 2016.

2.5. The decision as to which host university the Student will be assigned is made during the Winter School, in the second half of January 2016.

The Student is required to rank 2 choices out of 3 possible. Using this information and the Student grades (GPA), the EACH Academic Board assigns the Student to one of the second-year universities.

GRADING AND CREDITS

3. Grading and credits:

3.1. All institutions involved allocate ECTS credits to courses completed successfully. 15 ECTS credits requires on an average 10 weeks of student's work (including independent work).

3.2. Examination methods used in all universities involved include: written and oral examination, practical tasks. Performance is evaluated according to the regular procedures and methods applied to all students in the universities involved. The Student must meet the requirements set for examinations established by the respective university where the Student is studying.

3.3. The following scaling table shall be used when transferring the grades:

| Status | Grade | ECTS Equivalent | UT | UCBL* | UU | AAU | Percentage of acquired knowledge |
|--------|--------------|---|----|-------|----|-------|----------------------------------|
| Pass | Excellent | EXCELLENT - outstanding performance with only minor errors | A | 16-20 | 5 | 5 | 91-100 |
| Pass | Very good | VERY GOOD - above the average standard but with some errors | B | 14-16 | | 4 | 86-90 |
| | | | | | 3 | 81-85 | |
| Pass | Good | GOOD - generally sound work with a number of notable errors | C | 12-14 | 4 | 3 | 71-80 |
| Pass | Satisfactory | SATISFACTORY - fair but with significant shortcomings | D | 11-12 | 3 | 2 | 61-70 |
| Pass | Sufficient | SUFFICIENT – performance meets the minimum criteria | E | 10-11 | 3 | 1 | 51-60 |
| Fail | Insufficient | FAIL - further work is required | F | <10 | F | F | 50 or below |

* Score 16 corresponds to A.

3.4. Rules governing other matters of studies, such as registration to courses, requirements for thesis defence etc. are described at: <http://www.ut.ee/EACH/study-regulations/>

COORDINATOR'S RIGHTS AND OBLIGATIONS

4. The Coordinator has the right to:

- 4.1. establish rules and regulations necessary for efficient functioning of the EACH programme;
- 4.2. charge the established participation cost from the Student.
- 4.3. expulse the student from the EACH programme in the case of academic misconduct.

5. The Coordinator is obliged to:

- 5.1. inform the Student well in advance of any significant changes in the EACH programme;
- 5.2. establish participation cost in accordance with real costs and charge no more than foreseen in the Agreement;
- 5.3. make available all necessary facilities and guarantee that all measures are taken to provide safe and well-equipped learning environment;
- 5.4. make all arrangements necessary for the successful completion of internship in one of the companies or laboratories selected by the EACH programme consortium.

STUDENT'S RIGHTS AND OBLIGATIONS

6. The Student is obliged to comply with the following rules:

- 6.1. to inform the Consortium Administrative Coordinator about accepting or declining the study place by the deadline indicated on the EACH programme website;
- 6.2. to familiarize himself/herself with all the information regarding the structure and organization of the EACH programme published on the EACH programme's website;
- 6.3. to commence studies at the beginning of the EACH programme. In 2015, the academic year at UT begins on August 31, 2015;
- 6.4. to **study full time** and abide by the home and host universities' study regulations;

- 6.5. to follow the rules and regulations established for using laboratories and other related facilities at the home and host university. In particular, to undergo safety instruction for the use of laboratory facilities;
- 6.6. to inform the Consortium Administrative Coordinator if either academic or administrative difficulties arise;
- 6.7. to inform the Consortium Administrative Coordinator if the Student is forced to interrupt the EACH programme for a certain period of time on valid grounds (health, pregnancy, military duty, etc.);
- 6.8. to immediately inform the Consortium Administrative Coordinator of the Student's intention to quit the EACH programme;
- 6.9. to follow the consortium's Academic Code of Conduct, available at <http://www.analyticalchemistry.eu/>.

7. The Student is obliged to follow the courses of the EACH programme for the value of at least 54 ECTS in the first year and pass all the obligatory courses of the first year. Out of these 54 ECTS credits, 9 ECTS credits will be allocated for the internship, and these 9 ECTS credits will be awarded during the third semester. If the Student fails to earn 54 ECTS in the first year or fails to pass any of the first year's obligatory courses, he/she is asked to submit to the Consortium Committee a clear individual study plan for the successful completion of the EACH programme. It is in the capacity of the Consortium Committee to decide how the Student can continue studies in the second-year university.

8. The Student has the right to:

- 8.1. follow the courses and any other type of teaching activity integrated into the EACH programme (such as Winter School, internship);
- 8.2. have access to laboratories and information technology infrastructure at all universities of the Consortium;
- 8.3. receive administrative support at all universities of the Consortium;
- 8.4. have adequate educational support throughout the EACH programme and supervision of the master's thesis;
- 8.5. contact Consortium Administrative Coordinator for issues that require immediate attention via e-mail: each@ut.ee;
- 8.6. receive guidance and counselling at the time of selecting the institution for internship and negotiating with the given institution, if necessary. The list of companies and laboratories available for the EACH students for internship placements are accessible at: <http://www.ut.ee/EACH/training-placements/>

PARTICIPATION COST AND PAYMENT OF TUITION FEE

9. The participation cost for the Programme country students is 4500€ per year and Partner country students 9000€ per year.

10. The participation cost covers the following:

- 10.1. Tuition for the EACH programme and essential study materials (including the language courses);
- 10.2. Winter School costs;
- 10.3. Orientation course and reception upon arrival;
- 10.4. On-going support service and counselling by the International Student Services;
- 10.5. Tutors/student assistant who help with everyday issues like settling in the dorm, registering for classes, getting medical help, etc.;
- 10.6. Health insurance valid during studies in the EACH programme.

11. The terms and procedure for covering participation costs are outlined in the Annex 1.

DEGREES TO BE AWARDED

11. Upon completion of the EACH programme, the Student is awarded with two master's degrees and Diploma Supplements from the universities in which he/she has studied. The degrees are legally recognized by the relevant national authorities. The degrees to be awarded depend on the chosen study track. The possible combinations are the following:

- Master of Science (Excellence in Analytical Chemistry) - UT + Master of Science (EACH – Excellence in Analytical Chemistry) – UU
- Master of Science (Excellence in Analytical Chemistry) - UT + Master of Science (Technology) (Masters Programme in Excellence in Analytical Chemistry) – AAU
- Master of Science (Excellence in Analytical Chemistry) - UT + Master of Physical and Analytical Chemistry (Industrial Analysis) – UCBL

TERMINATION, CHANGES AND DISPUTES

12. The Agreement will terminate as of exclusion the Student from both the home and the host university.
13. Any changes to the present Agreement must be communicated in writing. All alterations to the initial agreement must be immediately communicated by the Student to the Academic Coordinator.
14. Any disputes that have arisen in the performance of this agreement shall be resolved by negotiations. If the parties fail to resolve their disputes by negotiations, they shall be referred to Tartu County Court (Estonia) for resolution. Any matter relating to the interpretation or application of this agreement which is not covered by its respective terms, shall be resolved by reference to the laws of Estonia.
15. The signatories declare that they have read and accept the conditions laid down in the present Agreement.

Annex 1

I Purpose of the Annex

1. The purpose of this Annex is to specify the terms and conditions of the compensation of study expenses of a Student studying in the EACH programme.
2. Upon performance of the agreement, the conditions of and procedure for the compensation of the study expenses of formal education established by the Council of the University of Tartu (hereinafter the Conditions of Compensation of Study Expenses) available online at www.ut.ee (English version: <http://www.ut.ee/en/university/documents>; http://www.ut.ee/sites/default/files/www_ut/kehtib_alates_03.02.2014_oppekulude_huvitamise_tingimused_ja_kord_tasemeopes_en.pdf) shall be observed.

II. Duties and Obligations of Parties

3. The Coordinator agrees to:

- 3.1. allow the Student to complete the EACH programme if the Student has paid the participation cost;
- 3.2. submit to the Student invoices on the participation cost of the fall and spring semesters in accordance within the Conditions of Compensation of Study Expenses.

4. The Student agrees to:

- 4.1. to study full-time and to complete the EACH programme in regular studies;
- 4.2. pay the participation cost for each semester by due date in accordance with Conditions of Compensation of Study Expenses. In case of two payments, the due dates for 2015/2016 are the following: for the autumn semester October 20th and for the spring semester March 20th. In case of paying the tuition fee in a lump sum for the entire academic year, the due date is October 20th.
- 4.3. in the event of failure to pay the tuition by the due date, pay late interest at the rate of 0,06% of the overdue amount per day of delay;

III. Rights of Parties

5. The Coordinator has the right to:

- 5.1. demand that the participation cost be paid by the due date and, in the event of failure to do so, charge late interest at the rate of 0.06% a day per day of delay;
- 5.2. establish the organisation of studies;
- 5.3. amend the Conditions of Compensation of Study Expenses by a decision of the Council of the University.

6. The Student has the right to:

- 6.1. participate in studies and take examinations.

IV. Period of Study

7. The nominal period of study under the curriculum is two years. The Student's standard period of study will end in 2017.

V. Participation cost

8. In academic year 2017/2018 the tuition shall be (..... euros) per semester (*to be inserted in accordance with the Student's status – partner or programme country student*).
9. In full-time studies the Student must pay the tuition fee as a semester fee. In part-time studies the Student will pay the tuition fee as a semester fee or based on the credit point price. If a Student in part-time studies would prefer to pay the tuition fee based on the credit point price, the Student must inform the Coordinator in writing thereof by 20 September in the autumn semester and 20 February in the spring semester.
10. While the Student is registered as being on academic leave or during extension of studies the Student will pay the tuition fee in accordance with the Conditions of Compensation of Study Expenses.

VI. Termination of agreement

11. Upon termination of the agreement, the Student will pay the tuition fee for the entire ongoing semester, except in the events specified in the Conditions of Compensation of Study Expenses. If the student waives the student place before the due date, the student will not be required to pay the tuition fee for the ongoing semester.

12. Parties' details:

| TARTU ÜLIKOOL | STUDENT |
|-----------------------------------|----------------|
| Ülikooli 18, 50090 Tartu | Address: |
| Phone | Phone |
| E-mail | E-mail |
| a/c EE281010102000234007 SEB pank | |